

ILLEGIB

30 July 1963

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RECORDS MANAGEMENT OFFICER

ANNUAL REPORT

Fiscal Year 1963

During this second year of the Office of Security's revitalized Records Management Program, the application of established Agency Standards has increased more than 100% in most phases of paperwork improvement and related office procedures:

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<u>Records Program Area</u>	<u>FY 62</u>	<u>FY 63</u>
a. Forms Management Actions	130	265
b. Equipment Requisition Control Actions	43	89
c. Records System Improvements	3	7
d. Major Work Procedure Surveys Completed	7	2
e. Records Retirement (cubic feet)	350	441
f. Vital Records Actions	1	3
g. Records Automation Developments	0	2

Records Management Officer
Office of Security

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